

Professional and Managerial Branch  
Miscellaneous Managerial Group  
Transit Maintenance Series

**COACH MAINTENANCE SUPERINTENDENT**

09/89

**CHARACTERISTICS OF THE CLASS:**

Under general direction, supervises and directs the operation and activities of the coach maintenance division; performs related duties as required.

**EXAMPLES OF DUTIES:**

Plans, assigns and directs the maintenance and repair of coaches and related equipment; plans and implements preventive maintenance programs; reviews coach and related equipment records to determine disposal or replacement of unit; inspects maintenance facilities to determine their condition and upkeep; inspects facilities, modifications or repairs.

Supervises, trains and evaluates assigned personnel; develops and administers standards and procedures related to personnel, including staff development, budget, and physical facilities; enforces established rules and regulations, standards of conduct and work attendance; enforces safe working practices.

Initiates and implements training and safety programs; acts as technical advisor on the accident review board; makes recommendations in the preparation of the annual budget; requisitions materials and supplies; makes recommendations for the acquisition of specialized maintenance and repair equipment; prepares and submits reports as required.

Coordinates activities to insure management efficiency and compliance with regulations and standards; plans, directs and supervises the activities of the automotive maintenance division and facilities; develops procedures for the most economical and efficient operation of the maintenance division.

**MINIMUM QUALIFICATIONS:**

Training and Experience: Completion of two years of college or university course work and six years of progressively responsible experience in the repair and maintenance of automotive and/or heavy equipment diesel engines including four years of automotive shop supervisory and management experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of the methods and techniques of the mechanical trade; comprehensive knowledge of equipment utilization; comprehensive knowledge of the maintenance and repair of passenger type coaches and related equipment; considerable knowledge of supervisory techniques, standards of conduct and work attendance, and safety working practices and procedures.

Ability to establish and implement a preventive maintenance program; ability to plan and coordinate coach maintenance and repair; ability to supervise, train, evaluate and inspect the work of assigned personnel; ability to enforce established policies, rules and regulations; ability to establish and maintain effective working relationships with fellow employees, officials and the public; ability to maintain records and prepare reports; ability to express oneself clearly and concisely, both orally and in writing.

Physical Requirements: Mobility within an automotive repair shop and office environment; operate a motor vehicle through City traffic.

License and Certificates: Texas Class "B" Driver's License or equivalent license issued by another state.

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Director of Personnel

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Department Head